City of Coronado
Administrative Services Department
1825 Strand Way
Coronado, CA 92118

Telephone: (619) 522-7302
www.coronado.ca.us

Employment Opportunity

Police Dispatch/Records Assistant
(Exam #01-13 Open, Competitive)

SALARY RANGE: $3,412 – $4,573 monthly ($19.69 - $26.38 hourly) plus excellent fringe benefit package including fully paid 3% at 60 CalPERS retirement. The City of Coronado is recruiting for full time (40 hours/week) Police Dispatch/Records Assistants. **Rotating Shift Work Schedule.**

Key Responsibilities:
- Receive and prioritize emergency calls from the public requesting police, fire, ambulance, and other emergency services; determine nature, location, and priority of calls and dispatch units accordingly.
- Operate a variety of public safety communications equipment including a multi-channel radio, 911 emergency telephone equipment, computer aided dispatch systems, instant recall recorders, and paging and intercom systems.
- Maintain contact with all units monitoring status and location of police, fire, and emergency medical service units.
- Maintain police case files and purge old records according to State laws and City policies; receive and process subpoenas for police records and tapes.
- Operate a computer terminal and teletype machine to enter, modify, and retrieve data; update information in various computer systems.

Minimum Requirements:
- At least two years experience in a responsible clerical position involving significant public contact or responsible radio dispatch experience or experience in law enforcement related work.
- Education equivalent to completion of high school.

Licenses And Certifications:
- An original **typing certificate** with a net corrected speed of 40 words per minute, dated within one year, **must** be submitted at time of application (available from local schools and colleges).
- CLETS Certificate from Department of Justice (DOJ) required within six (6) months of employment.
- P.O.S.T. Dispatch Certificate required within one (1) year of appointment.
Note: If you already possess a certificate from passing the San Diego Area Dispatcher Testing Consortium P.O.S.T. exam please submit a copy with application.

City Application and Typing Certificate Required
City of Coronado, Human Resources
1825 Strand Way, Coronado CA 92118
Telephone (619) 522-7302
www.coronado.ca.us

FILING DEADLINE: Applications accepted on an **open continuous** basis.

Examination Process: Applicants will be evaluated on the basis of relevant training and experience. Candidates meeting minimum requirements will be invited to participate in an examination process consisting of a written test (through POST Dispatch Consortium). Those candidates receiving a qualifying score will be invited to an oral interview. Successful candidates will be placed on the eligibility list according to the scores received. The eligibility list established will be in effect for a period of six months. Applicants will be notified by mail of their eligibility status. All appointments are subject to the successful completion of a police background

investigation, an employment physical examination including drug screening, a computer voice stress analysis (CVSA), psychological exam, fingerprinting and verification of legal right to work in the United States.

The City of Coronado encourages qualified individuals with disabilities to apply for employment. Individuals with disabilities who will require reasonable accommodation in order to participate in any portion of the application, interview, and/or testing process may voluntarily request the accommodation from the City five (5) working days prior to the requested accommodation. Documentation of the need for the accommodation may be required upon receipt of the request.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Coronado is an equal opportunity employer (EOE). Women, minorities and persons with disabilities are encouraged to apply.

The City of Coronado participates in the Social Security program.

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